



Policy No. 403

Council Agenda Development Process

Adopted: March 18, 1999

When time allows, the following process will be used:

1. Initiator will bring agenda items to Work Group
2. Workgroup chair will bring agenda items to Planning & Public Policy Committee (PPP)
3. PPP will organize and prioritize proposed Council agenda items
4. PPP staff will give proposed Council agenda items to Executive Director. The Executive Director will review proposed agenda items with the Chair and allocate time for each item.

When the above process is not appropriate, agenda items may be given directly to PPP Chair or PPP Staff.

Agenda items must be received about six weeks before the meeting in order to be considered. Contact staff for specific dates.

Items may also be brought up under "New Business" at any Council meeting.

The typical meeting agenda would include but not be limited to:

1. A status update on the Three Year Plan
2. Executive Director's progress on Do (Ends) Policies & Don't (Executive Limitations) (Effective no later than January 31, 1999)
3. Action items from committees, workgroups, or the Executive Director
4. Education beneficial to the Council as a whole (as needed)
5. Public policy issues
6. New Business Items

(From Decision Package #3 approved, as amended 5/21/98, new item five added 3/18/99)